



PARA HILLS HIGH SCHOOL

Your vision **Your future**

Performance and Development Policy

Purpose

Performance and Development is an investment in people. It is a set of every-day practices that enable employees to continuously improve, ensure that their work is aligned to organisational purpose and to recognise and celebrate achievements. It provides ongoing development to help employees realise their potential and to focus their efforts on outcomes and improvements that align with organisational priorities to benefit children and young people

Objectives

To optimise and improve performance in line with operational and strategic objectives, the Performance and Development Policy aims to:

- enable employees to embrace professional accountability through the de-privatisation of their practice and openness to performance feedback
- enable early intervention and support
- monitor and measure progress and outcomes
- set high standards through goal setting aligned to improvement priorities
- support constructive behaviours aligned to organisational values
- promote collaborative processes which support growth, development and improvement
- build capability aligned to current and future needs
- promote and protect personal wellbeing
- build employee engagement.

Values

The Performance Planning and Development Policy is underpinned by:

- our primary commitment to improve outcomes for children and young people
- everyone has a responsibility to align their efforts and contribute to improvement plans
- fair and equitable improvement and accountability processes are adopted
- mutual respect and constructive two-way feedback underpin professional relationships
- recognition and appreciation for the contributions of individuals and teams is important
- ongoing personal and professional development that is aligned to improvement priorities is supported irrespective of career stage or goals
- we will have regard for each individual and how the workplace may impact on them.

Performance Expectations

There are four essential components to formal one-on-one planning and review conversations:

- *Outcomes* – to be achieved are agreed providing clarity on individual contribution, and alignment to improvement priorities
- *Behaviours* – that help or hinder performance are discussed and strategies to enhance effectiveness are established
- *Development* – activities are agreed to facilitate achievement of work and career goals
- *Wellbeing* – considerations are discussed and support strategies explored to maximise engagement and effectiveness.

Process

- Employees will work with their leader to establish an annual performance and development plan. For new employees, or employees new to roles, a written plan must be established within two months of commencement (with consideration for probationary conditions where relevant).
- Documented six monthly performance and development reviews must occur from the date of the established performance and development plan and be recorded in the agency reporting mechanism.
- Whilst leaders are responsible for leading and supporting their employees through the performance and development process, responsibility may be delegated to emerging leaders with the agreement of the relevant parties.

Roles and Responsibilities

Line Managers are expected to:

- Guiding, supporting, coaching and developing employees through meaningful and regular performance conversations
- Establishing and maintaining processes that provide performance planning, professional learning and accountability for each employee
- Maintaining written records relating to employee performance with appropriate regard to confidentiality
- Ensuring that performance and development processes are conducted in an ethical manner with appropriate cultural sensitivity and confidentiality
- Observing the professional practice of employees and providing authentic feedback openly and respectfully with employees
- Clarifying minimum performance expectations and appropriately intervening to address a failure by an employee to meet those standards.
- Recognising and celebrating employees' contributions
- Measuring performance against agreed expectations
- Addressing unsatisfactory performance or behaviours
- Reviewing the effectiveness of performance and development practices in their area of responsibility and implementing improvements
- Having consideration for employee workload when establishing and reviewing performance and development plans
- Establishing performance and development plans with new employees, or employees new to roles, within two months of commencement
- Conducting and reporting the completion of bi-annual performance and development reviews with employees through the agency reporting mechanism
- Ensuring that systems, processes or agreements that relate to Performance and Development are consistent with the provisions outlined in this policy.

Staff Members are expected to:

- Participating positively and actively in agency performance and development processes, bi-annual reviews and relevant training and development requirements
- Identifying performance objectives that contribute to personal and organisational goals
- Seeking and receiving feedback openly and respectfully with colleagues
- Critically reflecting on their own performance and identifying relevant improvement goals
- Being accountable for the performance expectations and behavioural standards that relate to their role/duties
- Sharing learning and practice with others
- Contributing to a safe and supportive work environment that supports their own wellbeing and that of their colleagues